



**AVEDA INSTITUTE
NEW MEXICO**

**CARES ACT
Higher Education Emergency Relief Fund
(HEERF) Distribution Protocol**

Aveda Institute New Mexico has been allocated emergency Student Grant funds under the CARES Act to provide assistance to student for expenses related to the school closure due to COVID-19. Our institution signed and returned to the Department the Certification and Agreement and the assurance that the institution has used, or intends to use, no less than 50 percent of the funds received under Section 18004(a)(1) of the CARES Act to provide Emergency Financial Aid Grants to students. These funds may be used for costs associated with the cost of attendance which are food, housing, course materials, technology, health care and childcare.

Aveda Institute New Mexico retains discretion to determine the amount of each individual emergency financial aid great consistent with all applicable laws including non- discrimination laws. The grants will be dispersed even between all eligible students and has been assigned by the Department of Education.

Eligibility Requirements

- Must have a qualifying FASFA filled out and in file
- Must be meeting SAP (75% attendance 75% GPA)
- Must be a U.S. citizen
- Must have been an active student on March 18th, 2020 when the school transitioned due to COVID-19 . This includes students that took LOA’s on or after March 18th and students who have completed their program on or after March 18th 2020. Student who dropped from there program during this time as while new students who started in a new class after March 18th 2020 are not eligible.

Allocation of funding will be disbursed as listed below.

Total Allocation	Student Portion	Number of students who may qualify	Student who have received the Grant as of 8/7/2020	Awarded amount (evenly disbursed between student who may qualify)
\$237,614	\$118,820	70	44	\$1,697.43



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Allocation Methodology

In deciding how to allocate funds it has been decided that all students have incurred cost and expense associated with the COVID-19 pandemic. We considered requiring each student to show a needed before disbursing the emergency grant to students. However, we believe the urgency and need for our student to receive these grants we feel it cannot be delayed any longer by requiring individual assessments which would take a significant amount of time to process. We will be disbursed the funds evenly to all eligible students.

Reporting

Documentation for disbursement will be submitted to the Department of Education within 30 days of receipt of the funds and subsequently 45 days thereafter.

Policy on Student Use of Funds

- Students may not use the grant funds to pay for tuition balances.
- Student may not use the grant funds to pay for educational supplies.
- Grant funds are to be used for expenses related to the disruption of campus operations due to COVID-19, such as food, housing, technology, healthcare or childcare.
- Each student must sign an acknowledgement that he/she accepted and received the grant funds and that it will be used for the intended purpose.

Disbursement Method

Checks and student's acknowledgement will be housed in the admin office in student files and will be given out to each student at a time. We will be disbursing checks in alphabetical order by last name. Upon receiving the disbursement, a conversation and acknowledgement of policy on use of funds will be signed.